

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Office of the General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 102 - 5778 - 010	
DIVISION/UNIT Litigation Services	CLASS TITLE Attorney	
INCUMBENT NAME Vacant	WORKING TITLE Litigation Counsel	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under direction of the Assistant General Counsel and the General Counsel, the Litigation Counsel works with discretion and independence and is expected to practice litigation in complex areas of the Teachers' Retirement Law. The Litigation Counsel is responsible for providing sensitive legal services of average difficulty in connection with CalSTRS activities, and will represent CalSTRS in, and/or oversee and work with outside counsel on administrative hearings, writ proceedings, litigation, and other legal proceedings.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS Provide legal services relating to the CalSTRS administrative remedy process, including working in support of, and in cooperation with, the various CalSTRS program areas on the internal remedy and executive review processes. Provide legal representation of CalSTRS in various pre-litigation, transactional and administrative matters to oversee and work with outside counsel, conduct legal research and analysis, perform document review, recommend case strategy, and draft legal documents.	
35%	Provide litigation services relating to administrative hearings, writ proceedings, appeals, state and federal litigation, and other legal proceedings. Provide legal representation of CalSTRS in various litigated matters including but not limited to subrogation, collections, community property, survivor benefits, and bankruptcy. Travel to hearings and court locations throughout California as necessary with occasional overnight travel. Oversee and work in collaboration with outside counsel on transactional and litigation matters, conduct legal research and analysis, draft legal documents including pleadings and discovery, provide case strategy and analysis, and evaluate potential recovery and mitigate risk.	
15%	Provide legal services in support of the various CalSTRS program areas on legal issues. Conduct legal analysis, advice and opinion relating to contracts and procurement, member benefits, audit services, investments, financial services and accounting, community property, survivor benefits, and various other issues as assigned. Analyze and apply the Teachers' Retirement Law and other relevant laws, perform legislation analysis, draft legal documents, and evaluate and prepare policies. Represent CalSTRS and/or consult with outside counsel on transactional, litigation and administrative matters.	
10%	Attend meetings of the Teachers' Retirement Board and its committees, prepare materials and presentations, present as directed, draft and finalize minutes and summaries, and assist the General Counsel and Assistant General Counsel with board-related matters as assigned.	
5%	MARGINAL FUNCTIONS Participate in organization-wide projects and meetings as assigned.	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Analytical Thinking

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- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Learning
- Managing Work
- Organizational Awareness
- Written Communication

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED